Configuring a Check Capture Terminal

This Job Aid is setup to print on 11x17

In this job aid, you will learn how to configure a check capture terminal. Specifically, you will learn how to access terminal configuration, configure system, application and devices application, as well as establish a default OTC Endpoint.

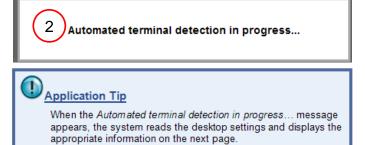## Terminal Configuration – Online (Check Capture TerminalSettings)

To configure a check capture terminal, complete the following steps:

1. Click the **Administration** tab. From the **Manage Check Processing** menu, select **Terminal Configuration** and click **Modify**.

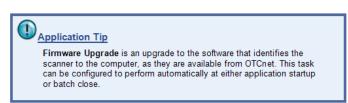2. The *Step 1 of 4: Gathering Terminal Information* page appears with *Automated terminal detection in progress…* message.
   Note: No action is required in this Step.

② Automated terminal detection in progress...

Application Tip
When the *Automated terminal detection in progress…* message appears, the system reads the desktop settings and displays the appropriate information on the next page.
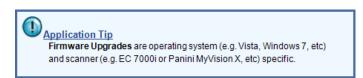
3. The *Step 2 of 4: Update the Terminal Configuration* page appears. Enter the system configuration.

   3.1 Under **System Configuration**,
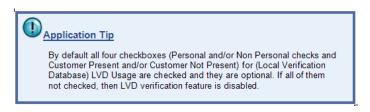
   Set MVD/**LVD Usage** by, *optional:*
   - Checking or unchecking **Personal Check** and/or **Non Personal** For Customer Present
   - Checking or unchecking **Personal Check** and/or **Non Personal** for Customer Not Present

   Application Tip
   Firmware Upgrade is an upgrade to the software that identifies the scanner to the computer, as they are available from OTCnet. This task can be configured to perform automatically at either application startup or batch close.

   Application Tip
   Firmware Upgrades are operating system (e.g. Vista, Windows 7, etc) and scanner (e.g. EC 7000i or Panini MyVision X, etc) specific.
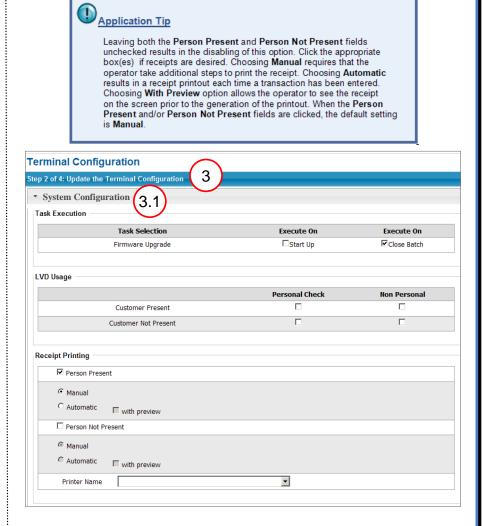
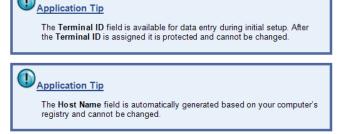   Set **Receipt Printing** by, *optional*
   - Checking **Person Present**
     - Click the **Manual** or **Automatic** radio button (Check **with preview)**
   - Checking **Person Not Present**
     - Click the **Manual** or **Automatic** radio button (Check **with preview)**
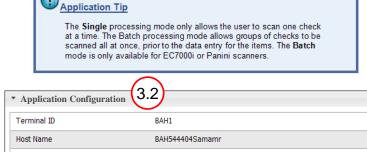   - Select **Printer Name**, using drop-down menu

   Application Tip
   By default all four checkboxes (Personal and/or Non Personal checks and Customer Present and/or Customer Not Present) for (Local Verification Database) LVD Usage are checked and they are optional. If all of them not checked, then LVD verification feature is disabled.

Application Tip
Leaving both the **Person Present** and **Person Not Present** fields unchecked results in the disabling of this option. Click the appropriate box(es) if receipts are desired. Choosing **Manual** requires that the operator take additional steps to print the receipt. Choosing **Automatic** results in a receipt printout each time a transaction has been entered. Choosing **With Preview** option allows the operator to see the receipt on the screen prior to the generation of the printout. When the **Person Present** and/or **Person Not Present** fields are clicked, the default setting is **Manual**.

Terminal Configuration

Step 2 of 4: Update the Terminal Configuration ③

▼ System Configuration 3.1

Task Execution

Task Selection	Execute On	Execute On
Firmware Upgrade	☐ Start Up	☑ Close Batch

LVD Usage

	Personal Check	Non Personal
Customer Present	☐	☐
Customer Not Present	☐	☐

Receipt Printing

☑ Person Present
   ⦿ Manual
   ○ Automatic ☐ with preview
☐ Person Not Present
   ⦿ Manual
   ○ Automatic ☐ with preview

Printer Name [▼]

3.2 Under **Application Configuration**,
- Enter the **Terminal ID**

Application Tip
The **Terminal ID** field is available for data entry during initial setup. After the Terminal ID is assigned it is protected and cannot be changed.

Application Tip
The **Host Name** field is automatically generated based on your computer's registry and cannot be changed.

- Select **Single** or **Batch** for Processing mode

Application Tip
The **Single** processing mode only allows the user to scan one check at a time. The Batch processing mode allows groups of checks to be scanned all at once, prior to the data entry for the items. The **Batch** mode is only available for EC7000i or Panini scanners.

▼ Application Configuration 3.2

Terminal ID	BAH1
Host Name	BAH544404Samamr
Processing	⦿ Single
	○ Batch
Cashflow	⦿ Settle Best Method ☐ Back Office Processing Only
	○ Truncate All Items
Batch Control	⦿ Optional
	○ Mandatory
Batch Control Prompts	☐ Prompt on Batch Create
	☑ Prompt on Batch Close

Terminal Configuration - Online *Cont'd* (Check Capture Terminal Settings)

3.2 Under **Application Configuration** *(Cont'd),*
- Select **Single** or **Batch** for Processing mode

> **Application Tip**
>
> The **Single** processing mode only allows the user to scan one check at a time. The Batch processing mode allows groups of checks to be scanned all at once, prior to the data entry for the items. The **Batch** mode is only available for EC7000i or Panini scanners.

- Select **Settle Best Method** or **Truncate All Items** for Cashflow
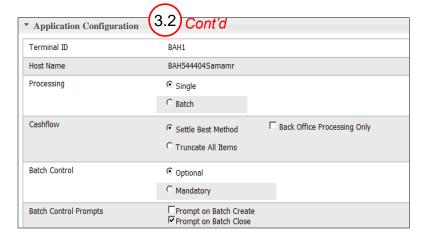 - Check **Back office Processing Only**

> **Application Tip**
>
> The **Settle Best Method** is the default selection and when selected exclusively on the configuration screen, all processing methods (Customer Present, Customer Not Present, and Back Office) are allowed for either personal or non personal items on the Entry Screen. The **Back Office** Processing method should be used by agencies that receive payments in person, and then scan the checks at a later time in a controlled, back office environment. **Truncate All Items** represents only non-personal items are allowed (for all processing methods) on the Entry Screen.

> **Application Tip**
>
> If the **Batch Control** is set to Optional, OTCnet prompts the user to use the batch control. If the **Batch Control** is set to Mandatory, OTCnet prompts for batch control totals.

- Select **Optional** or **Mandatory** for Batch Control
- Click **Prompt on batch Create** and/or **Prompt on batch Close** for Batch control Prompts

▼ Application Configuration   3.2 *Cont'd*

Terminal ID	BAH1
Host Name	BAH544404Samamr
Processing	⊙ Single ◯ Batch
Cashflow	⊙ Settle Best Method ☐ Back Office Processing Only ◯ Truncate All Items
Batch Control	⊙ Optional ◯ Mandatory
Batch Control Prompts	☐ Prompt on Batch Create ☑ Prompt on Batch Close

3.3 Under **Devices Application**,
- Select the **Scanner** model, *required*

Scanner Types

EC7000i	This scanner will automatically scan both sides of a check and can scan in single or batch method (two or more checks in a batch).
EC6000i	This scanner will prompt you to scan the back side of a check and scans only in single method.
EC5000i	This scanner will prompt you to scan both sides of a check and can scan only in single method.
Panini MyVision X	This scanner will automatically scan both sides of a check and can scans only in batch method (one or more checks at a time).

- Select **USB Port** or **Serial Port**, *required*
  - Select the Serial Port type

- Check **Franking Enabled**, *optional*

> **Application Tip**
>
> The **Franking Enabled** option is only available for EC6000i and EC7000i scanners. This option allows the scanner to automatically stamp checks with the words *Electronically Presented* upon completion of the each check scan.

- Check **Keypad Enabled**, *optional*

> **Application Tip**
>
> The **Keypad Enabled** option is available when electing to use the optional Yes/No keypad. Enabling the keypad allows the check writer to confirm the transaction dollar amount via the keypad.

- Check **Pass Through Channel** or **Serial Port** for **Keypad Communication Channel**, *if applicable, required*

> **Application Tip**
>
> If **Keypad Enabled** option is enabled, then **Pass Through Channel** or **Serial Port** is available for selection.

3.4 Click **Next**.

▼ Devices Configuration   3.3

Scanner	RDM EC7000i ▼
Communication Channel	⊙ USB Port ◯ Serial Port COM4 ▼
Franking Enabled	☐
Keypad Enabled	☐
Keypad Communication Channel	◯ Pass Through Channel ⊙ Serial Port COM4 ▼

3.4

[Cancel] [Next »]

4. The *Step 3 of 4: Update the Configured OTC Endpoints* page appears.

4.1 Under **Available OTC Endpoints**,
- Select the **OTC Endpoint(s)** you want to **Add** by checking the box(es) under the **Add** column, and click **Add**

> **Application Tip**
>
> The OTC Endpoints are permission based and are only visible to users with the appropriate permissions.

Terminal Configuration
Step 3 of 4: Update the Configured OTC Endpoints
Available OTC Endpoints   3.2

<< < Page 1 > >> of 1 Pages

ALC+2	OTC Endpoint	Form Version	Description	Add [Check All / Uncheck All]
0000107125	L3FRB STLs	1015	Level 3 Agency-FRB St. Louis	☐
8888888802	8888888802	1010	Psuedo ALC+2-8888888802	☐
8888888803	8888888803	1010	Psuedo ALC+2-8888888803	☐
0000010712	Region2FR8	1003	Region 2-FR8	☐
9999999905	SreeLLEnd2	1010	SreeLLEnd2	☐

[Add >>]

Terminal Configuration - Online *Cont'd* (Check Capture Terminal Settings)

4.2 Under **Configure OTC Endpoint**,

- Select a **Default OTC Endpoint**, *required*

> **Application Tip**
>
> Selecting a **Default OTC Endpoint** determines which OTC Endpoint to use when performing Scan Checks actions.

> **Application Tip**
>
> At least one **Default OTC Endpoint** is required per terminal.

4.3 Under **Configure OTC Endpoint**,

Configured OTC Endpoints

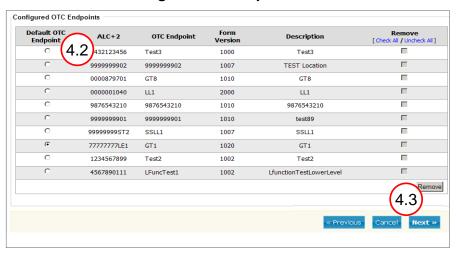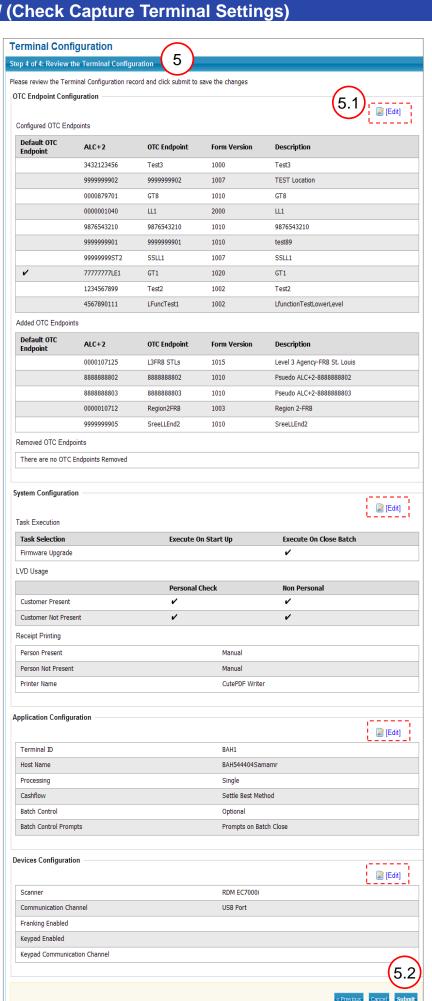| Default OTC Endpoint	ALC+2	OTC Endpoint	Form Version	Description	Remove [Check All / Uncheck All]
○	3432123456	Test3	1000	Test3	☐
○	9999999902	9999999902	1007	TEST Location	☐
○	0000879701	GT8	1010	GT8	☐
○	0000001040	LL1	2000	LL1	☐
○	9876543210	9876543210	1010	9876543210	☐
○	9999999901	9999999901	1010	test89	☐
○	99999999ST2	SSLL1	1007	SSLL1	☐
⦿	77777777LE1	GT1	1020	GT1	☐
○	1234567899	Test2	1002	Test2	☐
○	4567890111	LFuncTest1	1002	LfunctionTestLowerLevel	☐
					Remove

« Previous Cancel Next »

5. The *Step 4 of 4: Review the Terminal Configuration* page appears.

  5.1. Verify the Terminal Configuration is correct. Click **Edit** if you need to modify the information entered.

  5.2 Click **Submit**.

> **Application Tip**
>
> A *Confirmation* page appears stating that the Terminal Configuration record has been updated.

Terminal Configuration

Step 4 of 4: Review the Terminal Configuration

Please review the Terminal Configuration record and click submit to save the changes

OTC Endpoint Configuration [Edit]

Configured OTC Endpoints

Default OTC Endpoint	ALC+2	OTC Endpoint	Form Version	Description
	3432123456	Test3	1000	Test3
	9999999902	9999999902	1007	TEST Location
	0000879701	GT8	1010	GT8
	0000001040	LL1	2000	LL1
	9876543210	9876543210	1010	9876543210
	9999999901	9999999901	1010	test89
	99999999ST2	SSLL1	1007	SSLL1
✔	77777777LE1	GT1	1020	GT1
	1234567899	Test2	1002	Test2
	4567890111	LFuncTest1	1002	LfunctionTestLowerLevel

Added OTC Endpoints

Default OTC Endpoint	ALC+2	OTC Endpoint	Form Version	Description
	0000107125	L3FRB STLs	1015	Level 3 Agency-FRB St. Louis
	8888888802	8888888802	1010	Psuedo ALC+2-8888888802
	8888888803	8888888803	1010	Pseudo ALC+2-8888888803
	0000010712	Region2FRB	1003	Region 2-FR8
	9999999905	SreeLLEnd2	1010	SreeLLEnd2

Removed OTC Endpoints

There are no OTC Endpoints Removed

System Configuration [Edit]

Task Execution

Task Selection	Execute On Start Up	Execute On Close Batch
Firmware Upgrade		✔

LVD Usage

	Personal Check	Non Personal
Customer Present	✔	✔
Customer Not Present	✔	✔

Receipt Printing

Person Present	Manual
Person Not Present	Manual
Printer Name	CutePDF Writer

Application Configuration [Edit]

Terminal ID	BAH1
Host Name	BAH544404Samamr
Processing	Single
Cashflow	Settle Best Method
Batch Control	Optional
Batch Control Prompts	Prompts on Batch Close

Devices Configuration [Edit]

Scanner	RDM EC7000i
Communication Channel	USB Port
Franking Enabled	
Keypad Enabled	
Keypad Communication Channel	

« Previous Cancel Submit

NOTE: This job aid is not intended to replace *Chapter 7 (Configuring Check Capture Settings)* of the OTCnet Administration Participant User Guide.